

CERTIFIED STAFF JOB DESCRIPTION

Gifted Teacher

Reports to: Building Principal in collaboration with Executive Director of Elementary Education

General Summary: To provide gifted students with advanced learning and enrichment activities, experiences, and opportunities in specifically designated areas of curriculum, helping those students utilize their special intellectual gifts as fully as possible in accordance with district policies and procedures. The Gifted Teacher will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Acts as an advocate for gifted students in the school district.
- 2) Meets on a regularly scheduled basis with students who have been identified as gifted (as defined by state and local guidelines).
- 3) Develops curriculum, experiments, projects, and activities related to student needs, interests, and capabilities.
- 4) Identifies areas of student strengths and weaknesses and plans further learning experiences and activities accordingly.
- 5) Communicates effectively with students, parents, classroom teachers, and administrators.
- 6) Supervises students in the preparation and execution of independent study.
- 7) Selects and maintains classroom resources, supplies, and materials as needed, following established school procedures.
- 8) Works with classroom teacher to develop an optimum learning environment for the student.
- 9) Evaluates student progress and maintains confidentiality of all student-related records.
- 10) Administers appropriate tests, interprets results, and makes recommendations for placement of students into the gifted program.
- 11) Serves as parental liaison regarding student eligibility to the ALERT program.
- 12) Performs other duties/projects as assigned by Building Principal, Executive Director of Elementary Education, or Superintendent.

Qualifications:

1. **Education level** – Bachelor's Degree.
2. **Certification or Licensure** – State certification and approval for teaching gifted students.
3. **Experience desired** – Three years teaching in gifted education program of appropriate grade level(s).
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Excellent communication, organizational, and time management skills. Knowledge of computer and assistive technology.

5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Building Principal in collaboration with Executive Director of Elementary Education

Length of Contract: 184 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17